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| For Office Use Only:  Key #: Deposit Paid:  Pickup Date: Deposit Returned:  Return Date: Rental Fee: |



**Cultural Corner Art Guild & Gallery**

424 Locust St.

Chillicothe, MO 64601

Phone: 660-240-5022

www.culturalcornerartguild.org

Date of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date of Inquiry: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT DETAILS**

Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Time: \_\_\_\_\_\_\_ to\_\_\_\_\_\_\_

(All events must end no later than 12:00 A.M. midnight. Rental time must include set up and clean up time.)

Person responsible for event and set up/clean up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will food be served? \_\_\_\_\_\_\_

Name of caterer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number attending event: \_\_\_\_\_\_\_\_\_\_ (max of 150 people)

Will alcohol be served? \_\_\_\_ Will alcohol be sold? \_\_\_\_

\*Cultural Corner has a Wine and Beer Liquor License for 7 days per week. If alcohol will be served or sold during your event**,** only beer or wine purchased from Cultural Corner can be served or on the premises. Only wine and beer are allowed in Cultural Corner, no other alcohol will be permitted. Events must use a bartender provided by Cultural Corner. The cost of the bartender will be added to the rental agreement. Orders for beer or wine must be placed with Cultural Corner at least 21 days prior to your event. Cultural Corner reserves the right to ask for orders to be placed earlier when an event occurs near a holiday.

Will you be using Cultural Corner’s tables and chairs? \_\_\_\_\_

Number of tables: \_\_\_\_\_ Number of chairs:\_\_\_\_\_\_\_

**A Damage/Rental Deposit** is required to reserve the event date. Cost of the deposit is dependent on type of reservation.

The rental fee, including any alcohol purchased, **is expected no later than two weeks prior to the event. If not paid, the event will be taken off the calendar and the deposit will not be returned.**

**In case of cancellation, the deposit will be returned if the event is cancelled 30 days prior to the date of the event. If cancelled less than 30 days prior to the event, no funds will not be returned. In cases of unexpected emergency, return of the deposit will be up to the board.**

The deposit will be returned upon key return and facility inspection by director.

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| **Cultural Corner Art Guild and Gallery Event Space Rental Fees** | | |
| **Event Description** | **Length of Event**  (Must include setup and clean up time) | **Rental Fee** |
| **Grand Event**  Includes full use of kitchen | Full day rental | $400/day  $200 deposit |
| **Events and Organization Meetings**  Light refreshments only/no food preparation allowed other than beverages. No use of stove or oven allowed. | Up to 4 hours | $25/hour  $50 deposit |
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| Rental Fee |  |

Optional Add-ons Additional Fee

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| Table & Chair Set up $25 |  |
| Table & Chair Clean up $25 |  |
| Linen Rental $2/linen |  |
| Bartender Fee $20/hr |  |
| Alcohol |  |

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| Total Due: |  |
| Deposit: | Date Paid: |
| Balance Due: | Date Paid: |

**Cultural Corner Art Guild & Gallery Terms and Conditions of Agreement**

* Cultural Corner is an art gallery, so our artwork is of greatest importance. **Renters are NOT to handle or move any artwork.**
* The event space is approximately 2,500 square feet. Per Chillicothe, MO city code, the event space (front room) capacity is **150** people. User should not exceed this limit on persons in attendance.
* Renter must be at least 21 years old.
* Set up and clean up is the user’s responsibility (**no exceptions**). Renters will be charged for the time required to set up and clean up. Please remember to include set up and clean up time in the rental agreement. Please remove all items and return the building to like condition. Please see the attached closing checklist.
* Chair and table set up fee includes Cultural Corner setting up tables and chairs as instructed by the renter; however, additional arranging may be required and is not included in fee. Chair and table take down includes tables and chairs only, any additional clean up is the renter’s responsibility.
* INDEMIFICATION: Renters shall release, indemnify, keep and save harmless Cultural Corner Art Guild & Gallery its agents, officers, employees or members from any and all responsibility and liability for any and all damages or injury of any kind or nature to all persons. It is understood and agreed that this is a contract for rental of space only and the Renter is solely responsible for the conduct or lack of care of itself, its employees, agents, contractors and invitees.
* The use of glitter and/or sand is strictly prohibited in and around the Cultural Corner event space.
* Live flame candles are strictly prohibited in and around the Cultural Corner Art Guild & Gallery event space and building. Electronic and battery-operated candles are allowed.
* LIQUOR: Cultural Corner has a Wine & Beer Liquor License for 7 days per week. If alcohol will be served or sold during your event, only beer or wine purchased from Cultural Corner can be served or brought on the premises. Events must use a bartender provided by Cultural Corner. The cost of the bartender will be added to the rental agreement. Orders for beer or wine must be placed with Cultural Corner at least 21 days prior to your event. Cultural Corner reserves the right to ask for orders to be placed earlier when an event occurs near a holiday. Payment is required before the event date.
* DAMAGES: In the event of damages to Cultural Corner, its exhibits, equipment or furnishings beyond ordinary use, the Renter agrees to pay the cost of repairs, restoration or replacement in excess of the damage deposit.
* DEPOSIT: A damage deposit is required to reserve the space for events. The deposit amount is determined by the type of event scheduled. The deposit must be made no later than 21 days after scheduling the event. If not paid within that period, the event will be taken off the calendar.
* CANCELLATION: Cancellation of events may be made by either party at any time with written notice. Cancellations made less than 30 days from the event will result in forfeiture of the deposit. If late cancellations are made due to emergencies, it will be up to the board to determine whether the deposit shall be forfeited. Cultural Corner may at any time cancel this contract as a result of event(s) beyond its control, which makes performance of this contract impossible. In such event, Cultural Corner shall return the rental fees paid as of the date of cancellation.
* NO SMOKING: Per Chillicothe City Ordinance, smoking is NOT permitted in any public places. Cultural Corner is a completely non-smoking facility. Please see Chillicothe City Code Chapter 210, Article XIII, Section 210.670 for more information.
* CHAIRS AND TABLES: Cultural Corner has 100 chairs, five 8’ rectangular, four 6” rectangular tables and twelve 60” round tables for event use. **Renter is responsible for setting up and storing the tables and chairs upon completion of the event, unless set up and or take down fee is added.**
* CHAIR, LINEN AND TABLE DAMAGES: Any damaged or missing items will be replaced at the Renter’s expense. Chairs are $45, tables are $150, each table linen is $17.
* WALL DECORATIONS: Decorations cannot be adhered to the walls under any circumstances. If necessary, please ask to borrow an easel to display signage.
* OVERHEAD DOOR: Must remain closed at all times, unless special arrangements have been made.
* CLOSING CHECKLIST: User must complete the Closing Checklist on the next page and gallery must be checked by the director before damage deposit is returned.

**By signing, I, the Renter, agree to the above terms:**

User Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLOSING CHECKLIST**

\_\_\_\_\_\_ Before leaving the facility, the areas used shall be clean and the space shall be left in readiness for regular functions, unless previous arrangements have been made. Leave the area as good as, or in better condition, than how you found it.

\_\_\_\_\_\_ Remove all personal items from event space, including linens, decorations, etc.

\_\_\_\_\_\_ If used, the kitchen must be cleaned of all food items and the refrigerator must be cleaned out of any items belonging to the party.

\_\_\_\_\_\_ All trash generated by this event should be removed and placed in the green garbage bins located across the alleyway. Replace all of the liners (located under the sink in the kitchen) in the receptacles.

\_\_\_\_\_\_ Turn off all lights. Security lights at the front of the building will remain on.

\_\_\_\_\_\_ Per instructions, return the key to Cultural Corner Art Guild & Gallery.

\_\_\_\_\_\_ Ensure all doors are locked. Be careful not to lock yourself out.

\_\_\_\_\_\_ Return tables and chairs to storage closet and/or to original set up in gallery.

Do note that any items left in the building after an event will be discarded after 48 hours unless other arrangements are made. Please ensure that all items are removed from the building immediately after the event.

**Additional Notes:**